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**From:** Zanolli, Janice (DPH)  
**Sent:** Thursday, April 21, 2011 12:24 PM  
**To:** Corbett, Kate (DPH); Frasca, Daniela (DPH); Glazer, Lisa (DPH); Khan, Annie (DPH); Lawler, Michael (DPH); Lleshi, Hevis (DPH); Medina, Nicole (DPH); Piro, Peter (DPH); Renczkowski, Daniel (DPH); Salemi, Charles (DPH); Saunders, Della (DPH); Tan, Zhi (DPH); Tran, Mai (DPH); Zanolli, Janice (DPH)  
**Subject:** drug cards  
**Importance:** High

Good Afternoon Chemists

I have a problem and am hoping you all will help me solve it. The drug cards.

I am in charge of filing the cards when you bring them over when you're done with them. It would help me immensely if you would get them back to me as soon as you are done with them. I have a huge stack of cards on my desk that have been brought back to the office within the past 2 weeks that date back to mid-March. This is not acceptable. It is the 21<sup>st</sup> of April and there is no reason why I should have cards on my desk that are dated for March.

I have to sort these by date AND Lab number before I file them and it literally takes me hours to sort through a stack like the one I have on my desk at present. This is not fair to me. If you could get these back to me in a timely manner it would be most helpful and it would help me to get your requests for discovery back to you in a timely fashion. Because the less time it takes me to find a card to copy the more discoveries I can get done in a day.

Feel free to stop by my office and I will gladly explain to you what I am talking about. Or better yet, show you my problem.

Janice